



19 November 1996

Supply

**REPORTS OF SURVEY FOR AIR FORCE
PROPERTY**

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OPR: 10 ABW/LGLSE (Mr. Vilcek)
Supersedes AFR 68-1/USAFA Sup 1, 19 March
1993.

Certified by: 10 ABW/LG (Mr. Dillinger)
Pages: 4
Distribution: F

AFMAN 23-220, 1 July 1996, is supplemented as follows:

1.3. Address questions concerning content or interpretation of this supplement to the Report of Survey Program Manager (ROSPM), Command Equipment Manager (10 ABW/LGLSE).

1.4. Top-level commanders and managers may become involved at any time during the process.

2.3.6. The 10 ABW Staff Judge Advocate (10 ABW/JA) shall review Report Of Survey (ROS) cases for legal sufficiency when liability is recommended.

4.1.1. Unit commanders, staff agency heads (DP, FM, HC, LG, PA, etc.), and individuals in comparable positions initiate an ROS for loss, damage, or destruction of government property issued to their units or to persons under their administrative control.

5.3.2. The ROS should be initiated immediately after the loss or damage is discovered. If blocks 1 through 12 of the ROS are not completed within 45 days after the loss, damage, or destruction was discovered, a written explanation stating reasons for the delay must be attached to the ROS.

7.3. The investigating official will follow the instructions in chapter 14 of this AFMAN for filling in blocks 1 through 12g on DD Form 200. Forward the completed package to 10 ABW/LGLSE.

8.2.1. The Commander, 10th Air Base Wing (10 ABW/CC) is designated the base or intermediate command level ROS approving authority.

8.4.1. The Wing/installation commander may also delegate approving authority in writing to any member of his immediate staff.

9.2.1. Any officer or officer equivalent civilian employee may be designated appointing authority.

9.3.1. The Chief, Information and Training (10 CS/SCEI) is responsible for providing names of Financial Liability Officers (FLO) in accordance with USAFAI 37-101. The FLO will be an officer, unless the appointment of an NCO (MSgt or above) or a civilian employee (GS-7, WG-9, WL-5, WS-1, or above) is justified in writing by the appointing authority and cannot be assigned to the same organization as the individual being investigated.

9.3.3. The ROSPM will brief financial liability officers prior to their conducting an investigation.

10.1.1.A.3. Unit commanders, staff agency heads (DP, FM, HC, LG, PA, etc.), and individuals in comparable positions will designate the investigating officer.

11.2. 10 ABW/LGLSE is designated as the ROS program manager.

12.2.1.2. The Superintendent (HQ USAFA/CC) or the Vice Superintendent (HQ USAFA/CV) is the ROS MAJCOM Commander.

12.5. The 10 ABW/CC is the intermediate command.

14.1.2. Obtain a ROS number by contacting the ROSPM, 10 ABW/LGLSE.

14.1.8. In block 9, list the estimated or actual value of the loss or damage. On the next line, list the person being held responsible (full name, grade or rank, SSN, organization, duty phone, DOS, DEROS, and, if known, next duty station). ***ON AN ATTACHED SHEET***, the individual who initiated or investigated the ROS should completely describe the circumstances surrounding the loss, damage, or destruction of Air Force property. The information on this sheet is used by the appointing or approving authority to make a determination of whether or not negligence, willful misconduct, or deliberate unauthorized use was the proximate cause of the loss, damage, or destruction. Ensure the requirements of making an investigation, paragraph 7.2 are met. If the recommendation is for less than the cost of repairs or replacement, the investigating officer will provide an explanation to the approving authority in writing to support the recommendation. This document will be made a part of the ROS file as an exhibit.

14.1.10. Top-level commanders and managers may become involved at any time during the process.

14.1.23. Accountable officers for vehicle accidents are the organizations' vehicle control officers (VCO); Chief of Supply (10 ABW/LGLS) is the accountable officer for all supply and equipment items, the Equipment Control Officer (10 CS/SCSCR) for Automatic Data Processing Equipment (ADPE) controlled items, Housing Officer (510 CES/CEH) for Government housing, etc.

14.3.1. Blocks 1 and 3 through 8 must be completed prior to obtaining a ROS number (block 3).

14.4.1.1(Added). If the member admits liability (be sure conditions of chapter 16, this AFI, are met) and will make cash payment for the lost, damaged, or destroyed item, prepare DD Form 1131. The DD Form 1131 is prepared in three copies, and the member will hand-carry the DD Form 1131 to Accounting Liaison Office (10 ABW/FMFL), Harmon Hall, room 224. 10 ABW/FMFL will complete processing and send a copy of the DD Form 1131 showing payment to the ROSPM (10 ABW/LGLSE) within 5 days. The form will be completed as follows:

14.4.1.1.1. Block 1, Activity: Enter "Financial Services Office, United States Air Force Academy, Colorado 80840-5035."

14.4.1.1.2. Block 2, Disbursing Station Symbol Number: Enter "6792."

14.4.1.1.3. Block 3, Name of Remitter: Enter the individual's full name (last, first, MI), social security number (SSN) for military members or payroll ID number for civilian employees, grade, and unit. Include the statement, "Used instead of Report of Survey."

14.4.1.1.4. Block 4, Detailed Description: Describe the specific purpose for the collection, to include national stock number (NSN) or manufacturer's part number, serial numbers, and the actual name of the item. State if the items were lost, damaged, or destroyed. Describe damage if appropriate.

14.4.1.1.5. Block 5, Amount: Enter the amount of money that the individual will pay.

14.4.1.1.6. Block 6, Accounting Classification: Enter "573019 679200."

14.4.1.2. If the member will make payment through payroll deduction, the unit will prepare DD Form 362, Statement of Charges for Government Property Lost, Damaged, or Destroyed (attachment 2). The DD Form 362 will be forwarded to the Military Pay Section. Military Pay will send a copy of DD Form 362 to 10 ABW/LGLSE within 5 days. Complete as follows:

14.4.1.2.1. Block 1, Military Pay Order Number: Enter the unit's two-digit input source code.

14.4.1.2.2. Block 2, Date: Enter the date that the DD Form 362 is prepared.

14.4.1.2.3. Block 3, Class of Property: Enter either "Organizational" or "Installation."

14.4.1.2.4. Block 4, Organization: Self-explanatory.

14.4.1.2.5. Block 5, Station: Enter "USAF Academy, CO 80840-XXXX."

14.4.1.2.6. Block 6, Stock No: Enter the national stock number (NSN) or the manufacturer's part number.

14.4.1.2.7. Block 7, Articles: Enter the complete name of the item to include any serial numbers. Describe any damages, if applicable.

14.4.1.2.8. Block 8, Quantities: Enter the unit of issue for the item.

14.4.1.2.9. Block 9, Total Articles: Enter the total number of items lost, damaged, or destroyed.

14.4.1.2.10. Block 10, Unit Price: Enter the unit cost for the item.

14.4.1.2.11. Block 11, Total: Enter the result of multiplying block 9 (total articles) times block 10 (unit price).

14.4.1.2.12. Block 12, Grand Total: Enter the summary total for all dollar figures in this column.

14.4.1.2.13. Block 13, Name, Grade, and SSN: Self-explanatory. Enter this information on all individuals who are responsible for the loss, damage, or destruction.

14.4.1.2.14. Block 14, Cause for Charge: Enter either "negligence," "willful misconduct," or "deliberate unauthorized use."

14.4.1.2.15. Block 15, Total Charge: Enter the total amount being charged to the individual. Also list the number of months and monthly payment amount.

14.4.1.2.16. Block 16, Signature of Individual and Amount Accepted: Self-explanatory. The member must sign this block and enter the money amount or the payroll deduction cannot be made.

14.4.1.2.17. Block 17, Grand Total: Enter the total amount for the payroll deduction. This amount should equal the total entered in block 12.

14.4.1.2.18. Block 18, Organization Commander: The commander signs and dates the form to authorize payroll deduction.

15.1.2.2. Refer to paragraph 15.4 for information on determining salvage value.

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